



Job Announcement

Program Development Specialist

November 4, 2016

The MO HealthNet Division is seeking applications for three **(3) Program Development Specialist positions** in the Policy, Contract and Compliance Unit within Managed Care located in **Cole County**.

JOB DUTIES: These positions will generally work in the areas of development, procurement, maintenance, and compliance of contracts associated with the MO HealthNet Managed Care program. They will assist in the development, maintenance and compliance of the 1915(b) waiver and the Children's Health Insurance (CHIP) waiver. Staff in this unit will enforce health plan marketing compliance; facilitate proactive regulatory procedures in partnership with other divisional units including readiness and program reviews; analyze new legislation for fiscal impact; assist with the Managed Care health plan contract Performance Withhold Program, collaborate with internal stakeholders and other Divisions within the Department of Social Services or outside agencies, develop Managed Care member and provider communication materials, and assist in the preparation of documents for the Managed Care budget. Additionally, these positions will assist in the collection, analysis and reporting of data and information as necessary for program decisions, required reporting to other regulatory agencies, and to respond to inquiries from other stakeholders. Staff in this unit participates in and facilitates the MO HealthNet Managed Care Consumer Advisory Committee (CAC). These positions will report to a Social Service Manager Band 2.

Candidates for these positions must have excellent writing, communication and research skills. They must have knowledge of and be able to research programs, policies, procedures, laws, rules and regulations and provide accurate interpretation. They must be able to design, format and accurately prepare management and administrative reports. Candidates must be able to work independently as well as in a team. Personal interaction with health plan staff and MO HealthNet Managed Care members will be required. Candidates must be able to treat individuals with dignity and display respect for differences in lifestyle, culture, beliefs and customs. Some out of town travel, including overnight, and the occasional need to work flexible hours to accommodate work priorities may be required.

QUALIFICATIONS: One or more years of professional experience in a supervisory, administrative, consultative, or training capacity with the Missouri Department of Social Services.

OR

One or more years of experience as a Children's Specialist for the Blind, Rehabilitation Teacher for the Blind, Mobility Specialist for the Blind, Vocational Rehabilitation Counselor for the Blind, or Senior Vocational Rehabilitation Counselor for the Blind with the Missouri Department of Social Services.

OR

A Bachelor's degree from an accredited college or university; and, Four or more years of professional experience in a public or private social service agency, including one or more years in a supervisory, administrative, consultative, or training capacity. (*Earned graduate credit hours from an accredited college or university in social or behavioral sciences, Public or Business Administration, or a closely related area may substitute on a year-for-year basis for the required general experience at a rate of 24 earned credit hours for one year.*)

SALARY RANGE: \$1,654.50 – \$2,355.00 (For current DSS employees, current salary will increase at least one step if receive a promotional appointment.)

TO APPLY: Submit a completed [DSS application](#), cover letter, resume, and transcripts to Michelle.R.Anderson@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants within MHD. Applicants must be on the register and apply through EASe at www.ease.mo.gov to qualify.

APPLICATION DEADLINE: November 22, 2016 **DSS IS AN EQUAL OPPORTUNITY EMPLOYER**